

Professional and Managerial Branch
Planning Group
Planning Series

PLANNER I

09/89

CHARACTERISTICS OF THE CLASS:

Under general supervision, performs entrance level professional urban planning duties; performs related duties as required.

EXAMPLES OF DUTIES:

Conducts surveys of population, housing and economic studies, and land ownership; supervises and conducts land use studies; meets with professional planners, architects, engineers, developers and citizens to discuss urban growth in a subdivision; interprets planning requirements and objectives to interested citizens groups and the general public; maintains land planning records, files and maps; prepares, corrects and revises City maps; computes land areas; performs drafting and illustrative work; writes technical planning reports.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in City Planning, Urban Affairs or a related field; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Some knowledge of the principles and practices of city planning; some knowledge of research methodology and its application in the field of urban planning; some knowledge of the principles and practices of drafting and urban design.

Ability to complete planning studies and investigations; ability to prepare clear, comprehensive and concise reports; ability to follow written and oral instructions; ability to establish and maintain effective working relationships with fellow employees and the public; ability to communicate effectively both orally and in writing; ability to maintain records and prepare reports.

Physical Requirements: Mobility within an office and field environment; operate a motor vehicle through City traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

Director of Personnel

Department Head